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## OFFICE MEMORANDUM

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**DATE:** July 6, 1999

**TO:** Region Engineers  
Region Delivery Engineers  
TSC Managers  
Resident/Project Engineers  
Region Office Engineers

**FROM:** C. Thomas Maki  
Chief Operations Officer

Gary D. Taylor  
Chief Engineer/Deputy Director  
Bureau of Highway Technical Services

**SUBJECT:** Bureau of Highway Instructional Memorandum 1999-13  
Davis-Bacon Act Compliance - Minimum Wage Rate Interviews  
and Certified Payrolls (Supersedes CIM 1998-5)

The minimum wage rate interviews on all federally funded projects will be conducted in the usual manner this year.

Please check the project proposal to determine if the project is federally funded and the Davis-Bacon Act is applicable. Also, check "Notice to Bidders" for the certified payrolls requirement.

Certified weekly payrolls and minimum wage rate interviews are not required on state funded projects. However, on all state projects an original and one copy of Form 1199 (Weekly Employment & OJT Report) must be submitted to the resident/project engineer when projects are \$10,000 or more in value, and three or more people are employed.

The interview period this year will span the entire 1999 construction season. However, on pavement marking, landscaping projects, and other seasonal projects, contractors' and subcontractors' employees are to be interviewed during their respective work periods.

Resident and project engineers are to examine and compare the Minimum Wage Rate Interview Sheet (Form 1156) with the certified payroll and basic wage rates published in the project proposal. Make sure that the attached Form 1156 (9/88) is used and properly completed.

Any deficiencies or discrepancies must be resolved by the resident/project engineer. If no resolution is reached within 30 days from the date of notification to the contractor, it should be brought to the attention

of the region delivery/operation/field engineer. If the problem still cannot be resolved, the Region Services Unit of the Construction and Technology Division and the Financial Services Division should be notified so that further action can be taken.

Resident/project engineers are requested to give a copy of this memorandum to local government engineers so they are also aware of the Davis-Bacon Act and Wage Compliance Requirement.

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Chief Operations Officer

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Chief Engineer/Deputy Director

Subject Index: Davis-Bacon Labor Compliance

Attachment

BOHTS:C/T:GCT:jp

cc:	Lansing C&T Division Engineers	MRBA
	Lansing C&T Division Technicians	MAA
	Real Estate, M. Frierson	MAPA
	Design Division, P. Taylor	MCA
	Maintenance Division, C. Roberts	MCPA
	Traffic & Safety Division, J. O'Doherty	FHWA
	T. Maki	AUC
	G. Taylor	CRAM
	J. Culp	MAA
	J. Klee	A. Suber
	V. Blaxton	G. Mayes
	B. Jay	P. O'Rourke
	K. Trentham	D. Smiley
	S. Kulkarni	J. Staton
	J. Reincke	R. Till
	R. Knapp	
	J. Ruskowski	
	S. Cook	
	R. Endres	
	T. Hynes	

# MINIMUM WAGE RATE INTERVIEW SHEET

FILE 104-3

**DISTRIBUTION:**  
ORIGINAL - Project File  
COPY - Region Field Engineer

\* EXPLANATION ON REVERSE

NAME <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> SUBCONTRACTOR	PAYROLL PERIOD ENDING
PROJECT ENGINEER	INTERVIEW DATE
FEDERAL PROJECT NUMBER	REGION / TSC
CONTROL SEC. ID and JOB NO.	WAGE RATES POSTED IN CONSPICUOUS PLACE ON JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO
PROJECT DESCRIPTION	

EMPLOYEE	EMPLOYEE REPLY	SECRETARY OF LABOR * BASE HOURLY RATE	PAYROLL RECORDS
NAME	WHO PAYS YOU?	WAGE RATE DECISION #	PAID BY:
ADDRESS			
SOC. SEC. NO.	HOURLY RATE:		HOURLY RATE:
* WORK DESCRIPTION	REG. _____ O.T. _____	\$	REG. _____ O.T. _____

DEDUCTIONS (VACATIONS, SAVINGS, PERSONAL NOTES, ETC.):

PAYMENT OF FRINGES: <input type="checkbox"/> CASH <input type="checkbox"/> APPROVED PROG. <input type="checkbox"/> NONE		ARE YOU A UNION EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	WHO PAYS YOU?	WAGE RATE DECISION #	PAID BY:
ADDRESS			
SOC. SEC. NO.	HOURLY RATE:		HOURLY RATE:
* WORK DESCRIPTION	REG. _____ O.T. _____	\$	REG. _____ O.T. _____

DEDUCTIONS (VACATIONS, SAVINGS, PERSONAL NOTES, ETC.):

PAYMENT OF FRINGES: <input type="checkbox"/> CASH <input type="checkbox"/> APPROVED PROG. <input type="checkbox"/> NONE		ARE YOU A UNION EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	WHO PAYS YOU?	WAGE RATE DECISION #	PAID BY:
ADDRESS			
SOC. SEC. NO.	HOURLY RATE:		HOURLY RATE:
* WORK DESCRIPTION	REG. _____ O.T. _____	\$	REG. _____ O.T. _____

DEDUCTIONS (VACATIONS, SAVINGS, PERSONAL NOTES, ETC.):

PAYMENT OF FRINGES: <input type="checkbox"/> CASH <input type="checkbox"/> APPROVED PROG. <input type="checkbox"/> NONE		ARE YOU A UNION EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	WHO PAYS YOU?	WAGE RATE DECISION #	PAID BY:
ADDRESS			
SOC. SEC. NO.	HOURLY RATE:		HOURLY RATE:
* WORK DESCRIPTION	REG. _____ O.T. _____	\$	REG. _____ O.T. _____

DEDUCTIONS (VACATIONS, SAVINGS, PERSONAL NOTES, ETC.):

PAYMENT OF FRINGES: <input type="checkbox"/> CASH <input type="checkbox"/> APPROVED PROG. <input type="checkbox"/> NONE		ARE YOU A UNION EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
* EXAMINED AND COMPARED WITH CERTIFIED	BY (NAME & TITLE):	DATE	
PAYROLL ON: _____, 19 _____	APPROVED BY (RESIDENT / PROJECT ENGINEER SIGNATURE):		DATE
PAGE _____ OF _____			

## EXPLANATIONS

<b>WORK DESCRIPTION</b>	Work being performed at time of interview (e.g., laying pipe, raking asphalt, placing sod, operating backhoe, bulldozer, crane).
<b>BASE HOURLY RATES</b>	If fringe benefits are paid in cash and included in payroll records, use like benefits in computing base hourly rate
<b>EXAMINED AND COMPARED WITH CERTIFIED PAYROLL ON:</b>	Examine and compare with certified payroll, which shows wages paid for the interview date.